

**Detailed Information about the Vote on the Conversion of
Classified Positions to University Support Staff
November 19-21, 2013**

In April of 2005, the state legislature passed Senate Bill 74, now referred to as Statute 76-715a, that allows Kansas Board of Regents state institutions of higher education to convert classified positions from State Civil Service to University Support Staff after an affirmative vote of classified employees, whose positions are affected by such conversion.

The current white papers and the draft USS handbook are posted on the Alternative Service Committee website at: <http://www.k-state.edu/altservcomm/>, as well as the committee's work and the information to make an informed decision about the vote. You are encouraged to review this prior to voting.

By statute, positions that convert from classified to University Support Staff shall retain all health, flexible, leave, and retirement benefits provided under the state civil service system. Additionally, the statute states the implementation of University Support Staff shall not cause a salary reduction or layoff of any classified employee and nothing in the conversion of positions shall affect the representation rights of collective bargaining organizations that represent employees of a state institution of higher education.

Voting Instructions for November 19-21, 2013

The vote on the conversion of classified positions will be administered by the Kansas State University Office of Planning and Analysis, 226 Anderson Hall, 785-532-5712. The Office of Planning and Analysis has considerable experience and confidence in the security and accuracy of the university's electronic voting process. All ballots, electronic and paper, will be distributed or requested through this office. Planning and Analysis will receive all ballots and compile the results for an official announcement from President Schulz on November 22, 2013. The Alternative Service Committee and University Administrators will not have access to any individual voting data. All classified employees are eligible to vote and each employee will get one vote. In addition, classified employees will get work release time to vote.

To Vote Electronically

An email will be sent from Planning and Analysis on November 19, 2013 at 1:00 a.m. to all classified employees' K-State email account, who have not requested a paper ballot, that will contain a secure electronic survey link to the ballot and instructions on how to vote. The secure electronic survey link to the ballot will be open from 1:00 a.m. on November 19, 2013 until 1:00 a.m. on November 22, 2013. If an employee does not receive an email for the electronic vote on November 19th and did not request a paper ballot, please contact Planning and Analysis, 226 Anderson Hall, 785-532-5712. Email reminders will be sent to those who have not voted during

the time the ballot is open. The outcome of the vote will be determined by a simple majority. Any questions about the voting process during November 19-21, 2013 should be directed to Planning and Analysis, 226 Anderson Hall, 785-532-5712.

The IT Helpdesk, located on the second floor of Hale Library, will be available to assist classified employees who will need access to a computer or help with the electronic voting process; i.e. resetting your email password, locating the link for voting, etc. The IT Helpdesk contact information and hours of operation are:

785-532-7722
800-865-6143 (toll-free)
214 Hale Library
helpdesk@k-state.edu

M-TH: 7:30 a.m. - midnight
Fri: 7:30 a.m. – 8:00 p.m.
Sat: 10:00 a.m. – 7:00 p.m.
Sun: 1:00 p.m. – midnight

Dedicated, marked (Alternative Service Voting) parking for classified employees needing to visit the IT HelpDesk will be available east of Hale Library November 19-21, 2013.

Other areas where a computer could be used for voting are located at:

Human Resources, reception area in the main entrance
K-State Student Union, first floor in Salsaritas and outside the bookstore
Power Plant, room 103
Dykstra Hall, Facilities Resource Center, room 120
James Chacon, Dykstra Hall Employee Services
Salina Campus, Information Systems, Tech Center, room 182

To Vote By Paper

You can request a paper copy of the ballot by contacting Planning and Analysis at 226 Anderson Hall, 785-532-5712 by 5:00 p.m. on November 12, 2013. Dedicated, marked (Alternative Service Voting) parking for classified employees picking up a paper ballot will be available in front of Anderson Hall November 11-12, 2013 and for dropping off a paper ballot on November 18-21, 2013. No paper ballots will be distributed after 5:00 p.m. on November 12, 2013 in order to give Planning and Analysis time to remove names of classified employees who requested paper ballots from the distribution of the electronic ballot. Persons who request a paper ballot **will not** receive an electronic ballot and **will not** receive a reminder to vote. The paper ballot packet will include a ballot and a designated return envelope in which to seal the ballot. Paper ballots are due back to Planning and Analysis no later than 5:00 p.m. on November 21, 2013 and will only be accepted if returned to Planning and Analysis in the designated envelope. **All paper ballots must be returned in the designated return envelope or it will not be counted.** Designated envelopes containing more than one vote will not be counted. There will be a confidential space available in Planning and Analysis, 226 Anderson, to allow for the option of voting at the time of picking up the ballot.

The outcome of the vote will be determined by a simple majority of those who vote. Any questions about the voting process during November 19-21, 2013, should be directed to Planning and Analysis, 226 Anderson Hall, 785-532-5712.